



REQUEST FOR QUOTATION

Standard Form No.:SF-GOOD-60
 Revised on: May 24, 2004
 Standard Form Title: Request for Quotation

Supplier: Requesting Unit: Pinsao Elementary School
 Address: PR No.: 2020-05-0005
 Telephone No.: Quotation No.: 2020-05-0006
 e-Mail: Date: August 24, 2020
 Date received by the Supplier: ABC: Php. 73,561.00

Please quote your lowest price on the item/s listed, subject to the General Conditions below, stating the shortest time of delivery and **submit your quotation in a sealed envelope** duly signed by your representative not later than **September 2, 2020.**


MAY G. DASKEO
 Chairman

School Bids and Awards Committee

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate
3. Income/Business Tax Return
4. Omnibus Sworn Statement

Note:

- ✓ Submit RFQ together with the requirements.
- ✓ All entries must be typewritten or legibly written.
- ✓ Indicate brand and model of item offered.
- ✓ Delivery period within _____ Calendar Days.
- ✓ Price validity shall be for a period of 30 Calendar Days.

POSTED IN PHILGEPS

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	100	bottle	Alcohol, 70% ethyl, 500 ml/bottle		
2	30	bottle	Bleach, 900 ml/bottle		
3	50	pouch	Detergent powder, 1 kg/pouch		
4	78	pc	Face shield		
5	50	ream	Paper, legal, 80 gsm.		
6	100	ream	Paper, A4, 80 gsm.		
7	4	set	Computer ink for Epson, ink flow, 4 bottles/set		
8	3	bottle	Computer ink for Epson, ink flow, black		
9	20	pack	Trash bag, xxl		
10	2	unit	Computer printer, w/ scanner, ink flow		
Nothing Follows					

Purpose: For the purchase of common office supplies for use in the office and the school personnel

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

 Signature over Printed Name

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 Date/Telephone No.

Canvassed by: